

## State of Nevada B&I: Hearings

Version Date: 09/18/2013

### **1991569 Appeals Files: Drivers**

Reviewed: 5/12/1992

Description: The record series consists of the working file set up to control the appeal process. The files may contain, but are not limited to: Appeal form with supportive documentation; Waiver; Notice of default and; Related correspondence

Retention: Retain these records until final disposition of the appeal and then transfer documents that are scheduled for retention in to the driver file or cab company file.

Disposition: Destroy Securely

### **1991589 Appeals Files: Taxicab Companies**

Reviewed: 5/12/1992

Description: This record series consists of appeals of Authority decisions regarding certifications, allocations, expansions of areas, and rate increases. The files may contain, but are not limited to: Appeal with supportive documentation; Hearing records and; Related correspondence

Retention: Retain these records for a period of three (3) calendar years from final disposition of the appeal.

Disposition: Destroy Securely

### **1991566 Continuation Notice**

Reviewed: 5/12/1992

Description: This record series consists of the continuation notice issued when an administrative hearing is continued.

Retention: Retain these records for a period of three (3) calendar years from the year to which they pertain.

Disposition: Destroy Securely

### **1991584 Court Calendar**

Reviewed: 5/12/1992

Description: This record series consists of the calendar maintained by the bailiff for administrative hearings. It contains date and time of hearing, hearing officer, driver or cab company number and name, investigators name, date violation occurred and NRS/NAC citation, recommendation, plea, fine, time called, log in, log out, waived attorney, and date of waiver.

Retention: Retain this record series for a period of three (3) calendar years from calendar year to which they pertain.

Disposition: Destroy Securely

### **1991572 Daily Report Ledger**

Reviewed: 5/12/1992

Description: This record series consists of a chronological log documenting the reports of complaints against drivers. It contains the date, COR number, DR number, notice of violation number, offense, suspect name, TA number, company, complainant, name, address, witnesses, investigator name.

Retention: Retain this record series for a period of three (3) calendar years following the date of final entry.

Disposition: Destroy Securely

### **1991380 Dismissal of Hearing Form**

Reviewed: 5/12/1992

Description: This record series consists of the dismissal form placed in the driver or certificate holder's file when a hearing is dismissed. The form contains information on: driver name, TA permit number, taxicab company, DR file number, notice of violation number, description of violation, date of hearing, reason for dismissal, signature of hearing prosecutor, and date.

Retention: Retain these records for a period of three (3) calendar years from the year to which they pertain.

Disposition: Destroy Securely

**1991604**

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### DR (Duty Report) Files

Reviewed: 5/12/1992

Description: A duty file is an artificially established working file set up for use during the hearing process. It includes each offense or series of offenses. The file may contain all current material pertaining to an administrative hearing or appeal including, but not limited to: Notice of violation; Police reports; Information copies of trip sheets; Hearing documentation; Payment schedules and cards and; Related correspondence

Retention: Retain the DR File until final disposition of hearing or appeal, and then transfer documents that are the copy of record into the driver or company file.

Disposition: Destroy Securely

### 1991717 Hearing Results - Tally

Reviewed: 5/12/1992

Description: This record series consists of a tally of driver cited, number of notice of violations issued, amount of fines granted, amount of fines waived and total fines.

Retention: Retain these records for a period of three (3) fiscal years from the year to which they pertain.

Disposition: Destroy Securely

### 1991714 Judgment of Default

Reviewed: 5/12/1992

Description: This record series consists of judgments of default for failure of a driver or certificate holder to appear at a disciplinary hearing.

Retention: Retain these records for a period of three (3) calendar years from the year to which they pertain.

Disposition: Destroy Securely

### 1991619 Letter of Suspension or Revocation

Reviewed: 5/12/1992

Description: This record series consists of a letter of suspension or revocation of license sent to a driver.

Retention: Retain these records for a period of three (3) years from the close of case or disposition of appeal.

Disposition: Destroy Securely

### 1991715 Notice of Fine

Reviewed: 5/12/1992

Description: This record series consists of the notice of fine issued following an administrative hearing. It contains the date, driver name, TA number, cab company, driver number, notice of violation number, NAC/NRS, date fine due, amount of fine, hearing secretary, bookkeeper, receipt number, and receipt date.

Retention: Retain these records for a period of three (3) fiscal years from the year to which they pertain.

Disposition: Destroy Securely

### 1991621 Payment Schedule

Reviewed: 5/12/1992

Description: This record series consists of the payment card and sheet used for collection of fines assessed to drivers for violations.

Retention: Retain these records for a period of three (3) calendar years from the year to which they pertain.

Disposition: Destroy Securely

### 1991592 Show Cause File

Reviewed: 5/12/1992

Description: This record series documents certain hearings processes. The files may contain, but are not limited to: Legal notices; Show cause letter; Hearing documents and associated records; Investigative reports and; Related correspondence

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Retention: Retain these records for a period of three (3) calendar years following disposition of hearing.

Disposition: Destroy Securely

### **1991617 Waiver**

Reviewed: 5/12/1992

Description: This record series consists of waivers executed by drivers regarding disciplinary proceedings against them. The document waives the right of the individual to a hearing and enters a plea of guilty to the offense.

Retention: Retain this record for a period of three (3) calendar years from the year to which they pertain.

Disposition: Destroy Securely